



**CITY-COUNTY OFFICE OF EMERGENCY MANAGEMENT**

July 20, 2004

Mayor, CAO, and City Council Members

**RE: METROPOLITAN MEDICAL RESPONSE SYSTEM FY03 PROGRAM SUPPORT  
CONTRACT MODIFICATION #1**

In October 2003, the U.S. Department of Health and Human Services (DHHS)/Program Support Center awarded a \$280,000.00 Metropolitan Medical Response System (MMRS) sustainment contract to the City of El Paso. This sustainment contract was intended to maintain and advance the El Paso MMRS terrorism program that was funded by the federal government, and awarded to El Paso 1999 to 2001.

The federal MMRS program has now been transferred from DHHS to the U.S. Department of Homeland Security (DHS). Due to the transfer of the MMRS program to DHS, the Federal Emergency Management Agency (FEMA) will now administer the MMRS program at the federal level.

Due to these federal changes, the City of El Paso has been requested to sign an MMRS FY03 Program Support contract modification. The MMRS contract statement of work remains unchanged, and the scheduled completion dates for the contract deliverables have been modified as requested by the El Paso City/County Office of Emergency Management (OEM). The El Paso OEM is responsible for the completion of the statement of work and associated deliverables.

Council is requested to please authorize the Mayor to sign the MMRS FY03 Program Support Contract Modification #1.

If you have any questions or require additional information, please contact Chief Ray Apodaca, OEM Coordinator, 771-1010, or [Apodacarx@elpasotexas.gov](mailto:Apodacarx@elpasotexas.gov).

Respectfully,

Ray Apodaca  
OEM Coordinator

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

**WHEREAS**, on October 7, 2003, the City Council of the City of El Paso approved signing the contract with the U.S. Department of Health and Human Services (DHHS)/Program Support Center, accepting the Metropolitan Medical Response System (MMRS) FY03 Program Support contract for \$280,000.00;

**WHEREAS**, the Metropolitan Medical Response System has been moved to the U.S. Department of Homeland Security;

**WHEREAS**, the Federal Emergency Management Agency (FEMA) will now be the Federal Agency that will provide the oversight for the MMRS Program;

**WHEREAS**, the contract has been modified by FEMA, allowing the City of El Paso to go forward with the program.

### NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

**THAT** the City Council accept and that the Mayor be authorized to sign the contract modifications, and any subsequent documentation related to the Metropolitan Medical Response System (MMRS) FY03 Program Support contract for \$280,000.00, passed and approved by the City Council on October 7, 2003. The contract and associated forms are required in order for the City of El Paso to receive the \$280,000.00 that were awarded unilaterally to sustain the El Paso MMRS terrorism program. The period of performance for this contract is September 30, 2003 to May 31, 2005, and will be administered by the El Paso City/County Office of Emergency Management. There is no cost to the City of El Paso.

APPROVED this 3rd day of August, 2003.


CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

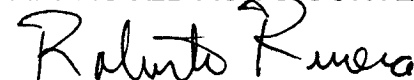
ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Marvin Foust  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Chief Roberto Rivera  
El Paso Fire Department



**FEMA**

Ray Apodaca  
OEM Coordinator  
City/County of El Paso Office of Emergency Management  
8600 Montana Ave.  
El Paso, TX 79925

June 7, 2004

Reference Contract 233-03-0087 Modification 1

Dear Mr. Apodaca:

Enclosed are three originals of referenced contract modification for your review and signature by your authorized representative. If found acceptable, please sign and return all three originals for execution by the Contracting Officer, to the following address:

Federal Emergency Management Agency  
Financial & Acquisition Management Division  
Flood, Fire and Mitigation Branch (AR-FA-FM)  
500 C Street, SW, Room 350  
Washington D.C. 20472

Once executed, a signed original will be returned to you for your retention.

If you have any questions or need additional information, please call me on (202) 646-4082.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Nathan J. Wolf", written over a horizontal line.

Nathan J. Wolf  
Contract Specialist

Enclosure

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		BPA NO. N/A	1. CONTRACT ID CODE	PAGE 1	OF PAG 4
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)					
6. ISSUED BY CODE Federal Emergency Management Agency Financial & Acquisition Management Div.  500 C Street, S.W., Room 350 Washington DC 20472		7. ADMINISTERED BY (If other than Item 6) CODE NATHAN J WOLF 202-646-4082 202-646-3846 (FAX) NathanJ.Wolf@dhs.gov			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  CITY OF EL PASO TWO CIVIC CENTER PLAZA  EL PASO TX 79901		(X)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				10A. MODIFICATION OF CONTRACT/ORDER NO. 233-03-0087	
				10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE		X	

### 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment of each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

### 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) 52.243-1 Changes-Fixed-Price

**E. IMPORTANT:** Contractor ☐ is not, ☒ is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
See attachment.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) CITY OF EL PASO Joe Wardy, Mayor		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Chandra G. Lewis, Contracting Officer	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED
ATTEST: Richarda Duffy Momsen, City Clerk		APPROVED AS TO FORM: <u>Marvin Foust</u> Marvin Foust, Asst. City Atty. APPROVED AS TO CONTENT: <u>Roberto Rivera</u> Chief Roberto Rivera, Fire	

ATTACHMENT TO BLOCK 14

The purpose of this modification is to implement the following Changes:

- a. Finalization Modification
- b. Issuing Agency
- c. Administrated By
- d. Period of performance
- e. Reporting Requirements and Deliverables Dates
- f. Voucher Submission procedure
- g. Project Officer / Contracting Officer Technical representative

Accordingly

a. FINALIZATION MODIFICATION

Block 2 Identifies this as Modification 001.

This modification 1 finalizes the award. Instructions on execution and return are included in the accompanying.

- b. Block 6, "ISSUED BY", is removed in its entirety and replaced with  
Federal Emergency Management Agency  
Financial & Acquisition Management Division  
500 C Street, S.W., Room 350  
Washington, DC 20472

- c. Block 7, "ADMINISTERED BY" is removed in its entirety and replaced with  
Nathan J. Wolf  
Address: 500 C Street, Room 350, Washington, DC 20472  
Email: [NathanJ.Wolf@dhs.gov](mailto:NathanJ.Wolf@dhs.gov)  
Phone: 202.646.4082; 202.646.3846 (fax).

- d. SECTION F – DELIVERABLES AND SCHEDULE OF PERFORMANCE, F.1.  
PERIOD OF PERFORMANCE is modified to reflect the following:

The period of performance of this contract shall be September 30, 2003 through May 31, 2005

- e. SECTION F – DELIVERABLES AND SCHEDULE OF PERFORMANCE, F.2.  
REPORTING REQUIREMENTS AND DELIVERABLES

The schedule for the deliverables is changed as follows:

- SOW #1, Inventory of Capability Report, September 28, 2004
- SOW #2, Sustainment Plan, September 28, 2004
- SOW #3, Operational Verification Report, February 25, 2005
- SOW #4, MMRS Expansion Efforts (optional), February 25, 2005

Modify the references in Section F.2 identifying PSC and Michele Trotter, Contracting Officer as a recipient of all progress reports and final report.

Substitute the following references:

“One copy of all progress reports and the final report shall be furnished to Nathan Wolf, Contract Specialist, FEMA, 500 C Street, Room 350, Washington, DC 20472.

f. SECTION G.2. VOUCHER SUBMISSION

Under (c) Delete:

“one original voucher complete with all required back-up documentation shall be submitted to the Contracting Officer”; and  
delete the address that follows

Add:

“one copy of the voucher complete with all required back-up documentation shall be submitted to the Contract Specialist”; and

add the following address:

“Contract Specialist  
500 C Street, S.W., Room 350  
Washington, DC 20472”

Further delete:

“Three copies of the voucher with all required back-up documentation shall be submitted to:” and delete the address that follows.

Add:

“One original and two copies of the voucher with all required back-up documentation shall be submitted to:

Federal Emergency Management Agency  
Financial Services Branch  
500 C Street, S.W., Room 723  
Washington, DC 20472”

g. SECTION F – DELIVERABLES AND SCHEDULE OF PERFORMANCE, F.2.  
REPORTING REQUIREMENTS AND DELIVERABLES

Delete the following:

“One copy of all deliverables shall be furnished to Mr. Dennis Atwood, Project Officer,”

Add the following:

“One copy of all deliverables shall be furnished to Lorie Lafon, Contracting Officer’s Technical Representative (COTR),

Delete the address and Email for Mr. Atwood.

Add the following name and address:

Lorie Lafon  
800 N Loop 288  
Denton, TX 76209

Add the following Email contact:  
lorie.lafon@dhs.gov

Delete the paragraph immediately following that identifies Michele Trotter,  
Contracting Officer as a recipient of all progress reports and final report.

Add the following paragraph:

“One copy of all progress reports and the final report shall be furnished to Nathan  
Wolf, Contract Specialist, Federal Emergency Management Agency, Financial &  
Acquisition Management Div., 500 C Street, S.W., Room 350, Washington, DC  
20472.

Email: nathanj.wolf@dhs.gov